

[illegible]

RECEIVED						SUMMARY		
DATE <i>(month, day year)</i>	GALLONS OF GAS	QUARTS OF OIL	RECEIVED BY	NAME OF VENDOR	TICKET NUMBER	GAS	OIL	SUMMARY
								1. Total received
								2. On hand 1st of month
								3. Total of 1 and 2
								4. Less delivered to vehicles
								5. Balance of 3 less 4
								6 Actual balance <i>(by "stick")</i>
								7. Less shrinkage
								8. Total on hand at end of month
Signature of Property Manager						Date <i>(month, day, year)</i>		